

**TENNESSEE CORRECTIONS INSTITUTE
IN-SERVICE TRAINING
POLICIES & PROCEDURES**

PURPOSE OF PROGRAM:

The **Facility Training Officer program** was developed in order to allow each facility the opportunity to develop and deliver training specific to their facility's operation. "Facility specific training" allows staff the opportunity to learn more than just the basics of jail operation. It provides detailed training in the procedures and operation of their respective facility.

FACILITY TRAINING OFFICER REQUIREMENTS:

Each facility will designate at least one employee as the Facility Training Officer (FTO). This employee should be knowledgeable in the facility's operation and able to deliver training to staff. **This employee must have completed the 40-hour Basic Corrections Officer Training Course conducted by TCI.**

The FTO is also required to **attend a 40-hour FTO 3-T ("Train the Trainer") Course delivered by the Tennessee Corrections Institute.** This training should be completed **prior to** the FTO's delivery of any staff training and **after completion** of the 40-hour Basic Corrections Officer Course provided by TCI. Annually thereafter, the FTO is required to attend a **20-hour** course of in-service instruction **during the Correctional FTO Conference/Workshop** designed specifically for FTOs and delivered by the Tennessee Corrections Institute. They will receive credit for the 24 hours of training he/she delivers to the facility staff. **Sixteen (16) hours** of credit will also be given for attending the annual **Jail Issues Conference.**

ANNUAL TRAINING REQUIREMENTS:

1. Tennessee Minimum Standards require **all new employees** with custody or treatment responsibilities to receive **40 hours of Basic training within their first year of employment** and **40 hours of In-Service training each fiscal year thereafter**, with each facility being responsible for the delivery of **24 hours** of TCI approved training and **the remaining 16 hours being delivered by the Tennessee Corrections Institute.**
2. Annual In-Service training is to be delivered in the calendar year beginning January 1 and ending December 31.

COURSE OF INSTRUCTION:

1. Course curriculum should be based on the needs of the facility and must be germane to the job duties of the detention staff.
2. It is recommended that all detention staff receive annual **refresher training in First Aid and CPR, Policies & Procedures and Emergency Plans.**
3. Any curriculum provided to the facilities **by TCI** does not need to be approved in advance of the training.

4. Any curriculum developed by the FTO or any curriculum solicited by the FTO from an outside course must be approved by TCI at least 30 days prior to training.
5. Curriculum submitted for approval should include
 - a. A complete lesson plan
 - b. A list of course objectives
 - c. List of instructors and their qualifications to teach the course
 - d. Length of time to cover course
6. **No course can be less than 1 hour in length.**
7. Standard courses such as **First Aid, CPR, HIPAA (Health Insurance Portability and Accountability Act) and Firearms Training for transport officers must be delivered by a certified instructor and need not be approved in advance. Also approved statewide are Spanish for Correctional Officers, Blood borne Pathogens, any Mental Health training provided by qualified mental health professionals, TBI fingerprinting, and TOMIS.**
8. TCI approved seminars and conferences may be used as In-Service training. In order to use seminar/conference session for In-Service credit, detailed seminar/conference material should be submitted to TCI for approval **at least 30 days before** the seminar/conference. This detailed information should include course synopsis, objectives, and duration of time to cover subject.
9. Only TCI pre-approved correspondence courses are allowable as any portion of the required 24 hours of facility training.
10. Use of Satellite/Video Conference Training is allowable as a portion of annual facility In-Service training; however, this material must be used as a training aid in conjunction with a course being taught by the FTO and **cannot exceed a total of 6 hours** of the 24 hour training requirement.
11. A facility may provide annual In-Service training in conjunction with another facility.

MAINTENANCE AND SUBMISSION OF RECORDS:

1. Each facility must keep on file all TCI approved curriculum outlines used in the delivery of In-Service training. These outlines should be submitted to TCI when curriculum approval is initially requested and every other year thereafter. Only a synopsis need be submitted to TCI after the initial approval, unless requested. Any updates to the approved curriculum must be submitted.
2. Attendance records are to be maintained by the FTO on each employee receiving training. This record should be maintained on TCI Form CI-0049. This form must be submitted to the Tennessee Corrections Institute upon completion of the employee's 24-hour In-Service program each year in order for the employee to receive training credit through the TN Corrections Institute.
3. In instances where facilities are providing In-Service training in conjunction with other facilities, it is the responsibility of the FTO from each facility to maintain and submit training attendance records for their employees.
4. All records of training delivered directly by TCI will be maintained by TCI.

TESTING REQUIREMENTS:

1. The Tennessee Corrections Institute does not require that facilities test employees on material taught in In-Service training. This is up to the discretion of the FTO for each facility.
2. It is recommended that if testing is not utilized as a method of determining an employee's comprehension of subject matter taught in In-Service training, the FTO should at least develop and administer an open-book questionnaire for each employee to complete. This questionnaire should then be reviewed in class by the FTO to ensure that all employees are knowledgeable of the material covered in the class. It is also recommended that each facility keep questionnaires on file in case legal issues or further questions should ever arise regarding what an employee was taught and understood regarding the specific training.

CERTIFICATION OF TRAINING:

1. In addition to the **24 hours of training provided by the facility**, each employee must also complete **16 hours of annual In-Service training delivered by the Tennessee Corrections Institute**. Upon completion of both training courses, an employee will be deemed "certified" for the year.
2. ***Correctional Officers out of corrections for two (2) or more years, must re-take the Correctional Officer Basic Training Class to be deemed "re-certified", unless on military leave.**
3. An employee **will not be deemed certified until his training record (CI-0049) has been submitted to and approved by TCI** as documentation of completion of training.
4. When all training records have been submitted to TCI as documentation of facility delivered training and when the employee has completed the 16 hours of training delivered by TCI, the employee will be certified for the calendar year and will receive a Certificate of Achievement. This Certificate of Achievement will be mailed to the employee's facility. A copy of this certificate should be kept in the employee's training/personnel file.

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